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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. 60-3

5 January 1951

SUBJECT: Watch Policy. (Effective 9:00 AM Monday, 8 January 1951)

RESCISSIONS: Administrative Instruction No. 60-3, dated 1 July 1949.
[redacted] dated 29 November 1950.

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1. a. Deputy Directors, Assistant Directors, and Administrative Office Chiefs will be available for duty on an "on call" basis during all off-duty hours, and are responsible for informing the Watch Officer where they may be reached if at other than their home telephones. A senior representative may be designated, when necessary, in which case the responsible official will notify the Watch Officer. It will then be the responsibility of the designated representative to keep the Watch Officer informed where he may be reached if other than at home.

b. Each official indicated above will furnish the Assistant Director for Special Services his home address and telephone number, and the names, home addresses and telephone numbers of all senior representatives of his office who may be designated under this policy.

2. The Assistant Director for Special Services shall:

a. Maintain a CIA Watch Officer during all except normal working hours in Room 2028 Que Building, with telephone numbers indicated below:

(1) Extension 2857 for ordinary inside calls.

(2) Extension 400 has been reserved for calls originating outside the Agency.

b. Inform the Executive Secretary, National Security Council, and the IAC agencies of the above room location and telephone numbers.

c. Establish necessary operating procedures, including:

(1) Essential coordination with the Watch Officers of OPC and OSO.

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(2) Arrangements with the Director's office for officials to be contacted in connection with matters believed to be of sufficient importance to warrant the Director's attention.

3. The Chief, Administrative Services, will provide:

a. Necessary telephone service and routing of calls as requested by the Assistant Director for Special Services.

b. Automobile and chauffeur service on call of the CIA Watch Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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MURRAY McCONNEL
Deputy Director
(Administration)

DIST: 2

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